

**2018 City of Buffalo Special Event Parade/Motorcade Permit:
EVENTS MAY BE DENIED DUE TO THE FOLLOWING MISSING COMPONENTS:**

- ✓ Map of the route showing where volunteers are being placed (volunteers are needed at every intersection!)
- ✓ Route MUST be typed out, turn by turn, example: ● start at, ← left on, → right on... Ends at.
- ✓ **IF YOU PLAN TO RUN OR BIKE THROUGH ANY PARK, YOU MUST CONTACT ARLENE MUSTAFA AT 851.9670 OR VIA EMAIL AT amustafa@city-buffalo.com FOR A PARK USE APPLICATION and park use proposal form.**
- ✓ \$200.00 Special Event application and \$50.00 Parade/Motorcade application processing fee is payable to the City of Buffalo. **Separate checks are required, application and payment submission to 226 City Hall.**
- ✓ **If your event requires more than the 16 City of Buffalo donated manpower hours to maintain the safety of an event, your organization will be billed at an hourly rate of \$65.00/officer at a minimum 4 hour time units. The amount of officers needed will be determined by the Buffalo Police Department.**
- ✓ Insurance certificate naming the City of Buffalo as an additionally insured.
- ✓ Security plan demonstrating the closing streets, a map revealing the placement of barricades that you have rented and placement of volunteers, describe how will runners/walkers be kept safe.
- ✓ The start time **must** be absolute. Most weekends, more than one event is scheduled, therefore it is imperative that you start on time.
- ✓ Last minute route changes are not permitted, unless suggested by BPD.
- ✓ You must provide **WRITTEN notification to area businesses and residences 30-60 days before your event** (Also provide approximate time of closures or large traffic)
- ✓ **You must also provide alternate routing to volunteers and security that may be tasked with redirecting traffic**
 - ✓ Please include a cell number of the contact person on site during the event to be used by the Traffic Lieutenant on duty.
 - ✓ The completed application, along with the following listed below, must be turned in all at once.
- ✓ Is the route different from your last year application? Even if the route is the same as the previous year, all of the above **must be submitted every year.**

THIS IS YOUR EVENT. WE ARE HERE FOR TRAFFIC CONTROL.



Byron W. Brown
Mayor

CITY OF BUFFALO SPECIAL EVENT Parade/Motorcade Permit 2018

Buffalo Police Dept Traffic Unit
Commissioner Byron C. Lockwood
Contact Person Dana Gordon
Location 1345 Bailey Avenue
Phone 716-851-4411 / 851-4538
Fax 716-851-4510
Email dgordon@bpdny.org

Do not advertise or publish event info prior to receiving route usage approval.

If this event conflicts with another event, you will need to adjust your start time. The Traffic Control Unit needs minimum of 1 hour between events. Please ensure that at least 100 persons will participate in the event.

Waterfront routes subject to pre-approval (Erie St, Erie Basin Marina, Marine Dr, Lakefront Blvd) Usage – **Marina Manager @ 851-5238**

Name of Event _____

Purpose of Event _____

Event Location _____

Date of event _____ Last year's date _____

Contact Person _____

Mobile # _____

Email (required) _____ Fax _____

Address _____
street city state zip

Type of event	<input type="checkbox"/> Race <input type="checkbox"/> Walk <input type="checkbox"/> Parade <input type="checkbox"/> Procession <input type="checkbox"/> Motorcade
Distance of event	_____ miles Attach 2 detailed maps of the route. (Submit both turn-by-turn typed out and computer generated map)
How many will participate?	_____ marchers/runners _____ floats _____ musical units _____ cars _____ trucks _____ other vehicles
Location of formation Is route different from last year?	formation time _____ am/pm actual start time _____ am/pm <input type="checkbox"/> yes <input type="checkbox"/> no
Number of on-street volunteers	_____ Attach safety plan showing street closings, barricade & volunteer placement. (event organizer is responsible for barricades)
Neighborhood notice attached	<input type="checkbox"/> yes <input type="checkbox"/> no If yes, date distributed. _____ (Mandatory for races using City streets.) (Permit will not be approved without attachment)
Insurance enclosed	<input type="checkbox"/> yes <input type="checkbox"/> no
Enclose processing fee of \$50.00 payable to the 'City of Buffalo'. Mail to the above address.	

Signature of Mayor, City of Buffalo

date

Signature of Captain

date



Byron W. Brown
Mayor

CITY OF BUFFALO
65 Niagara Sq, Room 226 Buffalo, NY 14202

Special Events 2018

Contact Information

Coordinators Kerron Johnson & Danielle Rizzo
Location Room 226
Phone (716) 851-6508
Fax (716) 851-5052
Email: kjohnson@city-buffalo.com
drizzo@city-buffalo.com

Sponsor Pre- Event Accounting

This form must be submitted along with the Motorcade/Permit application.

Name of event _____

Date(s) of the event _____

Number of persons expected _____

Actual Attendance last year _____

Did you charge a fee? (yes or no) _____

If yes, how much? Per individual _____ Per Group _____

Per Motorcade/March Participant _____

Income from Sponsors last year? \$ _____

Gross income received from last year event \$ _____

Total expenses for event last year \$ _____

Net income (surplus/deficit) \$ _____

Please describe anticipated the use of any surplus funds. Please list names and percentage to any past beneficiary.

Do you anticipate any issues before or during event.

Please list names of anticipated beneficiaries this year.

Signature _____

Date _____